

**SOUTHERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
ASSISTANT DIRECTOR
FINANCIAL AID**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Salary: \$49,236 to \$81,303

Closing Date: April 8, 2011

Position Summary: Southern Connecticut State University seeks an Assistant Director of Financial Aid. This position assists the Director in the planning, directing and coordinating the operation of the OFAS. The Assistant Director will also assist in the development and management of financial aid information systems and assists in administering need based aid, including need analysis and packaging according to federal and institutional policies and guidelines.

Education and Experience: Bachelor's degree required, Master's degree preferred. Two years of technical experience which includes a working knowledge of Banner financial aid management systems and experience with the federal software such as Edconnect, COD and CPS. Must have a minimum of 5 years financial aid experience including significant experience with the financial aid verification process and considerable knowledge of Federal Title IV programs and State regulations. Ability to interact well with students, faculty, and staff in a customer service environment. Salary range is \$49,236 to \$81,303 annually.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested applicants should send their resume complete with references by **Friday, April 8, 2011** to:

**Southern Connecticut State University
Assistant Director Search – Office of Financial Aid & Scholarships – Wintergreen Building
501 Crescent Street
New Haven, CT 06515-1355**

Resumes can also be faxed to: (203) 392-5229

Or email to: simsjeffer1@southernct.edu

Detailed job descriptions are available by request

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.